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Security Information1507
3-9936

29 April 1953

MEMORANDUM FOR: Office Heads and Staff Chiefs of the Agency

ATTENTION : Training Liaison Officers

SUBJECT : Training Requirements for Fy 1954 Revised and Fy 1955
Projected

1. In order that the budget estimates for training for Fy 1954 and Fy 1955 may be prepared, it is requested that your Office or Staff furnish to the Office of Training, by 1 June 1953, a statement of your training requirements for these two fiscal years.

2. Attached hereto is a statement of expenditures incurred by the Office of Training on your behalf in Fy 1953 (enclosure #1). This Office has observed that in many instances there was a lack of correspondence between the training requirements stated and the actual training requested, and that to that extent, the budget estimate was faulty. In view of the close scrutiny which is given to budget estimates for training and of the necessity for this Office to defend each item on the Agency training budget estimate, it is requested that your statement of requirements be prepared as carefully and as accurately as possible. Such statements are also necessary for the planning and development of programs for which requirements have been indicated but which are not currently in being.

3. In order that the training requirements stated by the various Offices and Staffs of the Agency will have comparability, this Office has developed the following references to be used in the preparation of the statement of training requirements:

- a. Categories of training programs (enclosure #2).
- b. List of areas, countries, and major languages, to be used in stating area and language requirements under categories of training programs (enclosure #3).
- c. Sample requirements statement setting forth the desired format to be used by each Office or Staff in submitting requirements to the Office of Training (enclosure #4).


4. The categories of training programs (enclosure #2) have been designed to provide flexibility in meeting Agency training requirements. Each Office or Staff may include such additional programs as may be necessary to make adequate statements of training requirements. In such cases, care should be taken to express the training objective for each added program as precisely as possible in order to assist the Office of Training in making adequate cost estimates.

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5. It is requested that the statements of requirements be prepared in summary form for each Office or Staff, in accordance with the sample requirements statement (enclosure #4).

6. Should any problems or questions arise in the preparation of your statement of requirements, they may be referred to Mr. Lewis E. Stevens, Chief, Plans and Policy Staff, extension 3531.


MATTHEW BAIRD
Director of Training

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Enclosures 1 - 4
as listed above

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OFFICE OF TRAINING

CATEGORIES OF TRAINING PROGRAMS
(Enclosure #2)

A. AREA AND LANGUAGE PROGRAMS

1. BASIC AREA SURVEY PROGRAM (Part Time)

- a. Program:- Two 18-week area lectures and seminars, without language, presented after duty hours as evening classes in local training facilities.
- b. Training Objective:- To provide basic knowledge of the area for personnel with little or no area training and limited on-the-job experience related to the area.
- c. Prerequisite:- Basic Intelligence Training or equivalent.

2. BASIC AREA SURVEY PROGRAM (Full Time)

- a. Program:- 3 to 6 months, full time, with or without language, at domestic training facilities.
- b. Training Objective:- To provide basic knowledge of the area for personnel with little or no area training and limited on-the-job experience related to the area.
- c. Prerequisite:- Basic Intelligence Training or equivalent, and satisfactory language aptitude if applicable.

3. INTENSIVE AREA LANGUAGE PROGRAM (One Year - Basic)

- a. Program:- One year, full time, with language, at domestic training facilities.
- b. Training Objective:- To provide comprehensive basic knowledge of the area for personnel with little or no previous area training and limited on-the-job experience related to the area, and appropriate language training.
- c. Prerequisite:- Basic Intelligence Training or equivalent, and satisfactory language aptitude.

4. INTENSIVE AREA LANGUAGE PROGRAM (One Year - Advanced)

- a. Program:- One year, full time, with language, at domestic training facilities.
- b. Training Objective:- To provide advanced or specialized knowledge of the area for personnel with previous basic area training or significant on-the-job experience related to the area, and appropriate language training.

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- c. Prerequisite:- Basic Intelligence Training or equivalent, and Program 1, 2, or 3, above, or equivalent; satisfactory language aptitude.

5. INTENSIVE AREA LANGUAGE PROGRAM (Two Years)

- a. Program:- Two years, full time; one year U.S., one year overseas; area study combined with language and field trips within the area.
- b. Training Objective:- To provide language competence, area knowledge in depth, and first-hand area experience, for highly qualified personnel with area specialist potential.
- c. Prerequisite:- Basic Intelligence Training or equivalent, and satisfactory language aptitude.

6. OVERSEAS AREA STUDY PROGRAM

- a. Program:- Three months resident study and travel in the area, including seminars at overseas training facilities and briefings at U.S. Embassies and missions in the area.
- b. Training Objective:- To provide first-hand knowledge of the physical and human environment of the area, and of current U.S. policy problems, measures, and their effects within the area, for personnel with previous basic area training or significant on-the-job experience related to the area.
- c. Prerequisite:- Basic Intelligence Training and Program 1, 2, or 3, above, or equivalent.

7. LANGUAGE PROGRAMS

- a. Programs:- Individually prescribed language training to meet a defined training objective, either within the Agency or at appropriate external facilities.
- b. Training Objective:- To provide language competence for Agency personnel at the following levels of proficiency:
 - 1. Adequate for travel.
 - 2. Adequate for research.
 - 3. Adequate for translation.
 - 4. Fluent but foreign.
 - 5. Native fluency.
- c. Prerequisite:- Satisfactory language aptitude.

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B. SPECIALIZED PROGRAMS

8. ECONOMIC AND INDUSTRIAL PROGRAM

- a. Program:- Individually prescribed economic or industrial training to meet a defined training objective.
- b. Training Objective:- To be defined by the Office concerned in each case.

9. SCIENTIFIC AND TECHNICAL PROGRAM

- a. Program:- Individually prescribed scientific or technical training to meet a defined training objective.
- b. Training Objective:- To be defined by the Office concerned in each case.

10. MANAGEMENT TRAINING PROGRAM

- a. Program:- Training at domestic governmental and non-governmental facilities, in the management and administrative field to meet defined training objectives on an individual basis.
- b. Training Objective:-
 - 1. Top management training for executive personnel, GS-15 and above.
 - 2. Management training for executive personnel, GS-13 through GS-15.
 - 3. Administrative training for administrative officer personnel, grades GS-12 and above.
 - 4. Administrative training for junior administrative officer personnel, grades GS-7 through GS-11.

11. OTHER

- a. Program:- Individually prescribed training to meet a defined training objective.
- b. Training Objective:- To be defined by the Office concerned in each case.

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AREAS, COUNTRIES, AND MAJOR LANGUAGES
(Enclosure #3)

The following list of areas, countries within the areas, and the major languages of each is intended as a guide for the preparation of area and language training requirements. The following may be noted:

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